



**Cafcass Draft Quality Committee Meeting Minutes
29th January 2014 (2pm-4pm)
Sanctuary Buildings**

Present Mary MacLeod, Chair of Quality Committee & Cafcass Board Member
 Terence Connor, Vice Chair of Quality Committee & Cafcass Board Member
 Ian Butler, Cafcass Board Member
 Fay Selvan, Cafcass Board Member
 June Thoburn, Adviser to the Quality Committee

In attendance Anthony Douglas, Chief Executive
 Christine Banim, National Service Director
 Richard Green, National Child Care Policy Manager
 Anita Addae, Corporate Support Assistant (Minutes)
 John Hall, MOJ Representative

Apologies

None

| BUSINESS SESSION | |
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| 1 | <p>WELCOME AND APOLOGIES</p> <p>The Chair welcomed everyone to the meeting; extending a particular welcome to John Hall, attending as an observer from the Ministry of Justice (MOJ) in preparation for the transfer of the sponsorship of Cafcass to the Ministry of Justice in April 2014.</p> <p>No apologies were given</p> |
| 2 | <p>MINUTES FROM THE QUALITY COMMITTEE MEETING HELD ON 19th November 2013</p> <p>The minutes of the Quality Committee Meeting on 19th November 2013 were agreed by the Committee as an accurate record.</p> |
| 3 | <p>ACTION LOG/MATTERS ARISING</p> <p>All actions, as set out in the action log, are complete.</p> <p>A follow up audit of SEC casework will be carried out during the year using a more representative sample and a clearer scope – the target date for completion by NIS is by June 2014.</p> |

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| | <p>There were no further matters arising.</p> <p>Action 1: A follow up audit of SEC casework to be completed by NIS by June 2014.</p> |
| <p>4</p> | <p>QUALITY ACCOUNT</p> <p>The Chief Executive presented the draft 2013/14 Quality Account, setting out the purpose of the account, which is to provide a succinct account, supported by evidence, of the steps taken by Cafcass to improve and sustain the quality of its work. The main audience is service users, the public, stakeholders and potential staff</p> <p>The Quality Committee members agreed the draft, making a number of suggested amendments regarding the way in which the information is presented.</p> <p>The Quality Committee proposed the insertion of hyperlinks so that those who wish to learn more by reference to documents cited in the Quality Account can do so.</p> <p>The plan is for the Quality Account to summarise the year 2013-14; in which case it is likely to be completed and published around May 2014.</p> <p>Action 2: The Chief Executive agreed to present the next draft either to the Board Meeting in April or the proposed joint meeting of the Performance and Quality Committees in May.</p> |
| <p>5</p> | <p>CHILD PROTECTION POLICY AND REPORTS</p> <p>The National Child Care Policy Manager presented the following papers :</p> <p>Serious Case Reviews (SCRs) and Domestic Homicide Reviews (DHRs):</p> <p>This is the quarterly paper which sets out the statistics relating to notifications made to him of deaths and serious incidents. He advised the Committee that the number of notifications historically rises and falls, and that it is currently high, leading to the preparation of an above-average number of written submissions to SCRs. He further advised the Committee of the various mechanisms by which learning from our SCR contributions is being disseminated inside and outside of Cafcass, including presentations at three conferences.</p> <p>The paper was discussed by the Committee. The National Child Care Policy Manager agreed to review how notification data is presented to the Committee in such a way that the rise and fall is set out explicitly.</p> <p>Concerns were raised about whether there is adequate skilled mental health provision for children who have had adverse experiences and who are in proceedings . The Chief Executive agreed to invite the Department of Health and/or the Director of Public Health England to discuss this further. A Board seminar might be the most appropriate forum.</p> <p>Individual Management Reviews (IMRs)- Learning and actions taken:</p> <p>The National Child Care Policy Manager presented a paper summarising the five IMRs completed by Cafcass since the last Committee meeting. Three of the five IMRs described work that was undertaken many years ago, when systems and cultures were very different. The National Service Director provided assurance to the Committee regarding the safety of the systems that are now in place.</p> |

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| <p>6</p> | <p>RESEARCH PROGRAMME</p> <p>The National Child Care Policy Manager presented the summary report of the Research Projects 2013/14. The paper sets out the projects completed as well as an update of projects which are ongoing. The Committee acknowledged the significant learning for Cafcass and the Family Justice system as a whole derived from the research programme.</p> <p>The Chief Executive advised the Committee that he intends to discuss with the Ministry of Justice the future direction of research into Litigants in Person.</p> <p>Action 3: The National Child Care Policy Manager agreed to review how notification data is presented to the Committee in such a way as the rise and fall is set out explicitly.</p> <p>Action 4: The Chief Executive agreed to invite the Department of Health and the Director of Public Health to discuss this matter. A Board seminar might be the most appropriate forum.</p> |
| <p>7</p> | <p>REVIEW OF THE STRATEGIC RISK REGISTER- RISK IN CASEWORK.</p> <p>The Chief Executive updated the Committee on the nature and level of risks derived from Cafcass' casework, which sit within the strategic risk register. The risk summary has been updated to include the commentary from his recent paper – written with the National Service Director - on the assurances about Cafcass' safeguarding practice and systems.</p> |
| | <p>ANY OTHER BUSINESS</p> <p>It was noted by the Chair that the next Quality Committee was scheduled as a joint meeting with the Performance Committee meeting on Monday 12th May 2014. It may be necessary to re-schedule this meeting if some Quality Committee members are unable to attend on this date.</p> <p>There was no further business.</p> <p>Action 5: Consideration to be given to re-scheduling the joint Quality Committee and Performance Committee meeting.</p> |
| | <p>DATES AND TIMES OF NEXT MEETINGS:</p> <p>Proposed joint Quality Committee and Performance Committee- Monday 12th May 2014 11:00- 13:00</p> <p>Monday 29th September 2014: 11:00 – 13:00. Monday 24th November 2014: 11:00 – 13:00. Monday 26th January 2015: 11:00 – 13:00.</p> |

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| | <p style="text-align: center;"><u>Summary of Committee Actions and Decisions</u></p> <p>Action 1: A follow up audit of SEC casework to be completed by NIS by June 2014..</p> <p>Action 2: The Chief Executive agreed to present the next draft of the Quality Account either to the Aproil Board meeting or to the joint Performance Committee and Quality Committee meeting in May 2014.</p> <p>Action 3: The National Child Care Policy Manager agreed to review how notification data is presented to the Committee in such a way that the rise and fall is set out explicitly.</p> <p>Action 4: The Chief Executive agreed to invite the Department of Health and the Director of Public Health to discuss this matter. A Board seminar might be the most appropriate forum.</p> <p>Action 5: Consideration to be given to re-scheduling the joint Quality Committee and Performance Committee meeting, depending on members' availability.</p> |